



# Release Notes

March 31, 2017

## **FREQUENTLY ASKED QUESTIONS UPDATE**

Several new FAQs have been added concerning permanent withdrawal of files, modifying box numbers, and the pickup/delivery charges for some Disaster Recovery items.



October 28, 2016

## **PINTABLE WORKSHEETS**

Printable Worksheets have been added to the Instruction Guide section of the TexLinX Resources webpage. These worksheets can be used to assist the user with Boxes, Files, Disaster Recovery, and Microforms (Microfilm and Microfiche) data entry.



October 20, 2016

## **FREQUENTLY ASKED QUESTIONS**

The Frequently Asked Questions (FAQ) section has been added to the TexLinX Resources webpage.



October 13, 2016

## **ELECTRONIC WORKSHEETS**

Boxes and Microforms Electronic Worksheets have been added to the Instruction Guide section of the TexLinX Resources webpage.



September 23, 2016

**TEXLINX TRAINING VIDEOS:** The videos that are ready (one is still in the process of being completed) have been posted to the TexLinX Training Videos webpage.

**DRIVE DATE-OVERRIDE SELF QUIZ:** This will help TexLinX users to better understand how Drive Date and Override work. An answer sheet is provided.



September 22, 2016

**ELECTRONIC INSTRUCTION GUIDE UPDATE:** The electronic version of the instruction guide has been uploaded with expanded links in addition to the table of contents links. There are now internal links throughout the guide.



September 9, 2016

**TEXLINX USER INFORMATION FORM UPDATE:** The User Information Form has been updated so it can now be used to add a new user as well as update information for an existing user. RMOs/RMLs, please dispose any previous version of this form you have.



August 9, 2016

**INSTRUCTION GUIDE UPDATE:** Concerning Fiche Circulation Pickup and Fiche Circulation Delivery, the Record Description on the Request Items to be Picked Up screen and the Request Items screen (delivery) has been updated in TexLinX to be Fiche Circulation Barcode – Items sent from the SRC. This affects pages 129 (pickup) and 159 (delivery) in the Instruction Guide. Please note these changes in your guide. The information as it appears in the Instruction Guide is: Fiche Circulation Barcode – Organization. The pages will be updated in the next version of the guide. No date is set for an instruction guide update.



August 1, 2016

Drive Date-Override information sheet posted to TexLinX Resources.



June 30, 2016

The Word version of the TexLinX User Add Form has been replaced. The previous version had a problem with one of the fields for phone number. That issue has now been corrected. This problem did not affect the pdf version so it did not need to be replaced.



June 3, 2016

A pdf document has been added to the TexLinX Resources page to explain character limitations for the fields in TexLinX.

TexLinX Release Notes added to TexLinX Resources.



May 25, 2016

Permissions for canceling a request for pickup or delivery have been disabled. Pages 195 and 196 have been updated to reflect this change in the **TexLinX Instruction Guide**. If you have a printed version, please remove those pages and replace them with the updated pages.



April 1, 2016:

**TexLinx** has had its first upgrade and the **TexLinx Instruction Guide** has received the following revisions:

1. **TexLinx** branding has replaced the Infolinx logo.
2. **Drive Date** is now required on all applicable tabs.
3. The fields on the **Boxes** tab and the **Microforms** tab have been rearranged to reflect conformity.
4. **Data Sheet** is now available on the **Files** tab.
5. **Box Types** field has been updated in the **Disaster Recovery** tab.
6. **Return Type** field in **Disaster Recovery** has been modified to a single selection: **Will Call**.
7. **Specific Return Date** field has been removed from **Disaster Recovery**. All returns are now scheduled thru **Will Call**.
8. **Film Type** and **Film Size** have some added options in the **Microforms** tab, but these options are selected only by the Imaging Staff at the State Records Center in conjunction with information provided for an Imaging Production work order.
9. **Beginning File | Ending File Range** field label on the **Boxes** tab and on the **Microforms** tab now includes the Pipe symbol (instead of a forward slash or a hyphen) to help reduce confusion.
10. **NEW ACCESSION** is required to be entered into the Comments field on the Request Items to be Picked Up screen when sending items to the State Records Center for the first time.
11. **Fiche Circulation** tab has been added for users to make delivery and pickup requests in TexLinx for individual microfiche jackets. The procedures are explained in the sections **Request Pickup: Returning Microfiche Partial Bundles to the SRC** and **Request Delivery: From the State Records Center: Microfiche Jackets**.
12. Explanation for what happens when something is assigned as **Waitlist** when completing a Request Delivery.
13. New **Appendix** sections in this guide:

**Cancel a Request (Pickup or Delivery) Dashboard Change Your Password**

**Timer**

**Export**

